



THE
GREATER VALLEJO
RECREATION DISTRICT
IS SEEKING AN ASTUTE,
EXPERIENCED PROFESSIONAL
TO SERVE AS ITS NEXT
GENERAL MANAGER

THE GREATER VALLEJO REGION

The City of Vallejo is a diverse community of approximately 125,000 residents located on the rapidly growing Interstate 80 corridor between Sacramento and San Francisco. Vallejo's neighborhoods reflect a diverse ethnic heritage that gives the town a cosmopolitan feel. Additionally, Vallejo boasts a Mediterranean climate tempered by breezes from the San Francisco Bay. The city is home to the now decommissioned Mare Island Naval Shipyard, which has an important historical past and which is the property of the City of Vallejo. The conversion of Mare Island to civilian use is an exciting project and will provide significant economic development opportunities for the city and additional open space for the community at large.

Also located at the bay front park is a ferry service owned by the City of Vallejo. The ferry provides direct access to San Francisco and the popularity of this transportation method will provide for continued development of the waterfront, marina and surrounding parks and businesses. Vallejo has a delightful and evolving old town area that is home to beautiful Victorians and several historic buildings.

The San Francisco Bay, Carquinez Straits and Suisun Bay provide a beautiful backdrop to Vallejo and the immediate region, and the popular Six Flags Marine World theme park is located in the city limits. Within minutes of

Vallejo are the sights, cultural amenities, professional sports venues and ambience associated with the likes of the City of San Francisco, Oakland, Napa Valley and Berkeley, among other locales. Winter and summer sports and beautiful vistas in the Lake Tahoe region are also within an easy drive from Vallejo.

GVRD MISSION STATEMENT

"To enhance the leisure and recreational opportunities within our community."

Vallejo subventions (\$919,000). (Note: The City of Vallejo does not have a Parks and Recreation

Department, as those services are provided to area residents by GVRD.)

THE ORGANIZATION

The Greater Vallejo Recreation District is a special service district that has been serving area residents for sixty years. GVRD is governed by a five-member Board of Directors that meets semi-monthly. The Mayor of Vallejo appoints three of the GVRD Board Members, and the elected District 1 and District 2 representatives of the Solano County Board of Supervisors seat one each. The GVRD Board presently has a committee structure that places

Board Members on committees that include: Personnel, Finance, Public Information and Facilities.

At the time GVRD was formed, it received 100% of its funding from property taxes. State laws and fiscal conditions have reduced property taxes as a direct source of revenue for the District. With 36 full-time and 125 part-

time or seasonal employees, GVRD operates on a lean 2003 fiscal year appropriations budget of \$4.6 million. The General Fund

GVRD is responsible for the management of four community centers, an Olympic size pool and 39 parks encompassing 390 acres of land. Much of the property is actually owned by the City of Vallejo. Children, teens and adults are served by a wide array of programs and services that are provided by the District. Departments, divisions and major functions of GVRD include: Administration, Human Resources, Finance, Recreation Services, Public Relations, Planning and Development, Building and Trades (i.e. building/equipment/lighting maintenance), and Landscaping and Grounds.

THE POSITION

The General Manager reports to the Board of Directors, and is the chief executive of the District, responsible for general direction and operations. Direct reports to the GM are an Assistant General Manager, Human Resources Administrator, Public Relations Coordinator, Park Planner, Accounting Manager and Executive Secretary. Additionally, the GM acts as an ex-officio member of the GVRD Park, Open Space and Recreation Foundation.



The Foundation is a nonprofit public benefit corporation that was formed in 1994 for fundraising and promotional purposes. GVRD Directors also serve as Foundation Board Members.

The General Manager also serves as the District's representative to various governmental organizations, and maintains contact with elected officials, business and special interest groups while striving to maintain the District's positive public image.

ISSUES, CHALLENGES AND PRIORITIES

The GVRD Board and senior management have identified the following organizational issues and priorities that will require the expertise, commitment and energy of the new General Manager, staff and Board:

- Complete current projects such as dog/skateboard park, Children's Wonderland and North Vallejo Community Center renovation
- Collaborative development of a long-range strategic plan
- Build organizational credibility and community trust
- Foster a sense of Board/staff teamwork
- Enhance the Foundation's effectiveness
- Develop Speaker's Bureau to promote GVRD mission, values and programs



- Re-negotiate master agreement with City of Vallejo that expires in 2007
- Determine future of open space set-aside on Mare Island (95 acres total; 20 developable acres)
- Continue and enhance staff training opportunities
- Strengthen District's financial position to compensate for state cutbacks
- Develop preventive maintenance plan for District buildings and fixed assets

THE IDEAL CANDIDATE

The ideal candidate will be an experienced manager and leader who possesses strong staff management skills, public relations expertise and solid budgeting experience, along with knowledge of park and recreation operations. Highly qualified candidates will have an excellent track record of sound judgment and experience working with a board of directors. This collaborative, enthusiastic, and results-oriented leader will bring outstanding communication, interpersonal and consensus building skills and must be able to work cooperatively with elected officials and diverse community stakeholders.

Specific requirements are as follows:

QUALIFICATIONS

Experience: At least seven years of full-time relevant experience, including two years at the senior management, administrative or supervisory level.

Education: A Bachelor's degree (or equivalent) from an accredited college or university in public or business administration, park and



recreation administration, landscape architecture, or closely related field.

COMPETENCIES AND PERSONAL CHARACTERISTICS:

In addition to the minimum requirements stated above, the ideal candidate will possess the following additional characteristics, competencies and style:

- Ability to work positively and effectively with the Board of Directors, respect their role, keep them informed, treat them equally and provide them with alternative solutions
- Highly ethical and credible
- High degree of self-confidence
- Knows how to coach and develop staff as a team and build trust internally
- Has experience that demonstrates ability to build credibility with the community
- Open, accessible, flexible and good listener
- Creative and entrepreneurial
- Has ability to develop/communicate a vision and has good strategic planning skills
- Experience in developing board agenda packets
- Positive, "can do" advocate and "coach" approach
- Ability to work calmly and effectively in sensitive situations
- Knowledgeable regarding park funding sources and regulatory agencies

- Politically astute without being political
- Willing to be held accountable and to hold staff accountable without being a micromanager
- Collaborative approach with internal and external stakeholders
- Effective advocacy, marketing and public relations skills
- Ability to find common sense solutions
- Energetic but realistic and does not over commit self or employer
- Comfortable and competent in relationships with employee labor unions
- Strong capabilities as a budget administrator
- Excellent communicator, both written and oral
- Friendly and personable and enjoys community interaction
- Has experience working in a diverse community and organization
- Vision Coverage – Included in Kaiser health plan
- Dental Insurance – GVRD pays premiums for employee and dependents
- Life Insurance – District provides \$50,000 coverage
- Holidays – 12.5 days per year
- Vacation – 15 to 20 days annually, depending on length of service
- Executive Leave – 10 days annually
- Sick Leave – 12 days annually, with unlimited accrual
- Educational reimbursement and professional memberships



APPLICATION AND SELECTION PROCEDURE

To be considered for this unique career opportunity, submit cover letter, resume, list of three work-related references and current salary by **Friday, November 14, 2003**. Resume should reflect years **and** months of employment dates as well as size of staff and budgets you have managed. Forward your materials to David Harris:



COMPENSATION AND BENEFITS

The salary range for this position is open to approximately \$95,000, depending on qualifications. The District also offers an attractive benefits package with the following elements:

- Retirement Plans – PERS 2% @ 55 with employee portion paid by the District. An optional 457 deferred compensation plan is also available. GVRD does not participate in Social Security.
- Health Plan – District's present contribution covers premium for employee plus portion of family coverage

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A DIVISION OF



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Visit GVRD website at
www.gvrd.org

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will participate in a preliminary screening interview with the consultant(s). Shannon Executive Search will report the results to the GVRD Board. A smaller number of candidates (approximately six) will then be interviewed by a panel of local government professionals in mid-December, after which District officials will select three candidates to be invited to participate in a final selection process at District headquarters in early to mid-January. An offer of appointment is expected shortly thereafter, following extensive reference and background checks (including fingerprint and drug test) that will be coordinated with the successful candidate. For additional information about this position, please contact David Harris or Stuart Satow.